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DDP/RMO-69/4
13 January 1969

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report - Records Center Purge

1. The Records Center Purge is continuing in the Clandestine Services and is being conducted at both Headquarters and at the Records Center. Results within this reporting period are directed towards non-official records holdings. These records afford the greatest possibility for purging because of their nature. Attachment A notes that over 1100 feet of material has been destroyed, withdrawn or transferred while 694 feet has been retired. It should be noted that there was a true reduction of over 400 feet in CS holdings despite the fact that the chart shows a reduction of less than 100 feet. This was due to the addition of 318 feet not previously reported. It is also worth noting that approximately 1100 feet of the CI Staff total are records with a retention period of 60 years (CI/OA) not subject to purge.

2. Attachment B is a detailed breakdown of the 14,000 feet which show RID as the responsible office. Explanation of each specific grouping is noted on the chart. It is worth noting that 9100 feet of records must be held in the Records Center for 60 years or more.

3. A revised Records Disposition Schedule for the CS is in the final stages of revision and should be approved and in operation shortly. The schedule assures that every type of file series in the CS is included. Historical values have been considered. Proper application of the schedule will result in the destruction of much material at the desks which is presently being retired. We are also undertaking a study regarding the feasibility of using micro fiche on certain of our records series both at Headquarters and in the field.

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DDP, Records Management Officer

2 Attachments:

- 1 - Clandestine Services Non-Official Records Holdings
- 2 - Clandestine Services Official Records Holdings

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